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Executive Secretary, CIA Career Service Board

13 April 1953

Chief, General Services Office

Activities of OCS Career Service Board

1. The General Services Office Career Service Board has the following activities to report for the first quarter of the calendar year 1953 in addition to the training activities included in our regular monthly reports:

a. Planning of a training program in Records Management in cooperation with the Office of Training. The training program will consist of a series of eight meetings to begin on Tuesday, 14 April 1953 during which lectures and discussions will be presented by staff members of OCS and also by six experts in the records management field from outside the Agency. This program is being conducted for the purpose of training records management personnel and Area Records Officers throughout the Agency in the various procedures involved in the overall Agency Records Management Program, including Vital Materials, Forms and Correspondence Control, Records Center and other allied activities. A copy of the program is attached for your information.

b. A brochure setting forth the training programs in each of the OCS Divisions to be followed by individuals nominated for rotation has been completed by our Training Liaison Officer and will be discussed at our next meeting.

c. OCS Regulation No. OCS-20-15 is in the process of revision to reflect changes in the General Services Office Career Service Board membership in view of changes in organization and personnel assignments.

d. The next meeting of the General Services Office Career Service Board will be held on Wednesday, 15 April 1953.

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